

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.) Alpha by Type of Employee by Directorate				2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL	<input type="checkbox"/> TRAINING	ADMIN. GENERAL	
		<input type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY	OTHER (specify)	
		<input type="checkbox"/> MEDICAL	<input type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) monthly		6. DISTRIBUTION (No. of components not number of copies) 5	
7. FORMAT (memorandum, form computer print-out, etc) computer		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 311A		9. DIRECTIVE AUTHORITY REQUIRING REPORT Ex. Dir-Compt memo, 24 Sept 1968	
10. PREPARING COMPONENT (include lowest level contributing information to report) CPD			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

OCS cost	.03 per page	183	\$5.49	12	\$65.88
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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Provide basic information required to manage and control Agency non-staff personnel. First report December 1968, Executive Director-Comptroller established requirement.	
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14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)		ESTIMATED SAVINGS	
<input type="checkbox"/> CHANGE		MAN-HOURS	DOLLARS
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 9 October 1970	17. CONTROLLING INFORMATION Chief, Contract Personnel Division	18. EXTENSION <input type="checkbox"/> STAT
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